

Microsoft PowerPoint I

Course Description

Computerized Presentation application. Topics include slide layouts, designs, transitions, animations, and customizing presentations for reuse.

Pre/Co-Requisite Course(s): None

Objectives

To assist the student in creating professional and personal presentations using PowerPoint.

Textbook

Title: Microsoft Office PowerPoint 2002 Step by Step
Author(s): Alex Blanton (Editor), Aileen Wrothwell (Editor)
Publisher: Microsoft Press
ISBN: 0735615225
Pages: 312pp

Syllabus

Chapter Outline

- 1 Creating Presentations
- 2 Working With Slides
- 3 Working with Outlines
- 4 Working with Slide Text
- 5 Applying and Modifying Design Templates
- 6 Changing Presentation Colors
- 7 Creating Shapes

Microsoft PowerPoint II

Course Description

Computerized Presentation application. Topics include slide layouts, designs, transitions, animations, and customizing presentations for reuse.

Pre/Co-Requisite Course(s): PowerPoint I or equivalent experience preferred.

Objectives

To assist the student in creating professional and personal presentations using PowerPoint.

Textbook

Title: Microsoft Office PowerPoint 2002 Step by Step
Author(s): Alex Blanton (Editor), Aileen Wrothwell (Editor)
Publisher: Microsoft Press
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Syllabus

Chapter Outline

8 Adding Graphics
9 Adding Tables, Charts, and Diagrams
10 Creating a Multimedia Presentation
11 Reviewing and Sharing a Presentation
12 Printing Presentations
13 Setting Up and Delivering Slide Shows
14 Creating Web Presentations
15 Customizing PowerPoint

Please register through NORS on the Class Schedule. On the Class Schedule screen, click the submit button at the bottom of the page to view the entire schedule.

Course ID's: PPL1IBS & PPL2IBS

Revised PowerPoint Schedule (1/13/05)

PowerPoint Level 2	Jan. 28	8:00 - 4:30	G13B
PowerPoint Level 1	Feb. 2	8:00 - 4:30	G13A
PowerPoint Level 2	Feb. 3	8:00 - 4:30	G13A
PowerPoint Level 1	Feb. 15	8:00 - 4:30	G13A
PowerPoint Level 2	Feb. 17	8:00 - 4:30	G13A
PowerPoint Level 1	Feb. 23	8:00 - 4:30	G13A
PowerPoint Level 2	Feb. 25	8:00 - 4:30	G13A